

HUMAN RESOURCES ANALYST - 1055

General Definition of Work:

Performs difficult professional work implementing and participating in a variety of activities in the County Human Resources Department. Work is performed under the regular supervision of the Human Resources Director.

Essential Functions/Typical Tasks:

Applies technical and professional expertise Human Resources administrative processes; prepares and analyzes detailed and complex reports, spreadsheets, etc; makes recommendations for efficiencies, actions, and legal compliance; interprets, applies, and explains personnel policies and procedures; performs various audits; prepares, verifies, and processes personnel action forms to update and effect employee status changes.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Assists in developing and implementing personnel policies and procedures; assists departments in compliance.
- Analyzes complex personnel issues.
- Maintains accurate records and files; prepares files for retention and destruction; maintains confidentiality.
- Maintains the position classification and pay plans; conducts position evaluations for consistency with plans; prepares class descriptions.
- Develops and conducts relevant salary surveys to assess market competitiveness, analyze findings, and prepare recommendations.
- Assists in benefit administration; completion of benefit forms; and in resolving benefits related problems.
- Coordinates benefit renewals and open enrollment processes; identifies benefit trends; prepares cost and funding projections; calculates benefit premiums; makes recommendations.
- Reviews, tracks, reconciles, and analyzes benefits reports, invoices, funding, and utilization to ensure accuracy, cost effectiveness, and proper funding.
- Analyzes employment applications to determine qualification status.
- Conducts new hire orientation; explains benefits and prepares initial enrollment forms.
- Develops employee training programs.
- Coordinates and organizes Human Resources events and functions, including open enrollment, employee appreciation, and service awards.
- Develops forms, databases, presentations, etc. in both written and electronic formats.
- Prepares various correspondence, reports, forms, brochures, flyers, and other written materials.
- Completes special projects as assigned.
- Represents the Human Resources Director as directed.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of modern personnel and management principles, practices, and techniques; insurance and benefit programs; County policies, procedures, and regulations; federal and state employment laws; and position classification, pay policies, and employee relations. Working knowledge of office equipment and computers and applicable software applications. General knowledge of the organization and functions of County government. Ability to understand and administer personnel regulations, policies, and procedures; research, compile, evaluate, and analyze financial, technical, and other data; prepare and maintain accurate records and reports; communicate effectively orally and in writing; maintain confidentiality; and attend work regularly.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in human resources administration, public administration, or related field and considerable, responsible human resources experience. Public sector personnel experience preferred.

Physical Requirements:

Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness, and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Actively commissioned or obtain commission within one year of employment as a North Carolina Notary Public.

Revised 7/11/08